



**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE**

**Open To:** Exam List Candidates, State Employees with current/prior FAO status

**Location:** Office of the Attorney General, 55 Elm Street, Hartford, CT 06106

**Job Posting Number:** 00004498

**Hours:** 40 hours/week; 8:00 a.m. - 5:00 p.m.

**Salary:** Minimum \$64,284 annually

**Closing Date:** March 20<sup>th</sup>, 2015

**The Office of the Attorney General is currently recruiting for a full-time, permanent *Fiscal Administrative Officer* position. Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.**

**Eligibility Requirement:**

Candidates must have applied for and passed the **Fiscal/Administrative Officer** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title of Fiscal/Administrative Officer or those who have previously attained permanent status in this class may apply for lateral transfer.

**Applicants will not have an opportunity to take the examination for this class prior to the closing date to qualify for this particular vacancy.**

In the Office of the Attorney General, this position is located in the Business Office and reports directly to the Fiscal Administrative Supervisor.

**Description of Duties:**

Performs a variety of professional fiscal and administrative functions; assists head of fiscal/administrative operations, division head or agency head in budget preparation by compiling and consolidating data and projecting expenditures; maintains budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments; prepares budget reports; prepares various financial statements and statistical or narrative fiscal/administrative reports; assists in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares or reviews grant budgets and other fiscal portions of grant applications; provides technical assistance to grantees regarding accounting procedures; reviews various contracts, financial documents and financial reports to ensure compliance with grant requirements; exercises functional supervision over a variety of clerical fiscal/administrative activities such as maintenance of accounting records, payroll preparation, preparation and processing of purchase requisitions, grant and contract record keeping; performs technical purchasing tasks such as soliciting bids and recommending contract awards; assists in formulation of policies and procedures relating to area(s) of responsibility and implementation of such policies and procedures; acts as liaison with agency central fiscal and administrative office(s) and/or central state agencies; may supervise support services such as stores, inventory, mailroom, security or maintenance; may perform human resource tasks such as conducting screening interviews and job audits; performs related duties as required.

**Knowledge, Skills and Abilities:**

Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

**General Experience:**

Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

**Special Experience:**

Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing, or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree
2. A Master's degree in public administration, business administration, or accounting may be substituted for one (1) year of the Special Experience.
3. For State employees, two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience.
4. For State employees, two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a resume, a CT-HR-12 Application for Employment, and three letters of reference. Current State employees must also provide a copy of the last two performance appraisals. Please include the *Job Posting Number* above, and send all required information postmarked (or electronically received) by the closing date to:

***Susan L. Cavanaugh, Manager of Human Resources***  
***Office of the Attorney General***  
***55 Elm Street***  
***Hartford, CT 06106***  
***FAX: (860) 808-5387***  
***Email: [susan.cavanaugh@ct.gov](mailto:susan.cavanaugh@ct.gov)***

**The Office of the Attorney General is an Affirmative Action/Equal Opportunity employer and strongly encourages the applications of women, minorities, and persons with disabilities**